

M e m o r a n d u m

Date: April 14, 2010

To: Office of Inspections

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
State Security Division

File No.: 080.A13507.2010 0 27

Subject: FIRST QUARTER 2010 CHAPTER 16 INSPECTION

State Security Division (SSD) has completed the first quarter command inspection, Highway Patrol Guide, Chapter 16, Emergency Incident Management Planning. Attached is the CHP 453R, Area Management Evaluation, Emergency Incident Management Planning form for SSD (080), including Counterterrorism and Threat Awareness Section (081) and Emergency Operations Section (082). In addition, attached is the CHP 454, Area management Evaluation Supplement form.

If you have any questions regarding this document, please contact me or Assistant Chief John Rolin at (916) 843-3230.



D. S. MACGREGOR, Chief

Attachments

Safety, Service, and Security

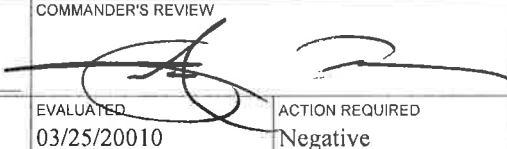


AREA MANAGEMENT EVALUATION**EMERGENCY INCIDENT MANAGEMENT PLANNING**

CHP 453R (Rev. 6-06) OPI 009

AREA 082/081/080	DIVISION 080	NUMBER
EVALUATED BY C Stout		DATE 03/26/2010

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 3/14/10
BY		EVALUATED 03/25/2010	ACTION REQUIRED Negative
1. EMERGENCY INCIDENT MANAGEMENT (EIM) PLANNING		CORRECTED	

a. Are Area employees familiar with various departmental publications which provide for EIM planning? ☒ Yes ☐ No

b. Does the Area commander have a clear understanding of the Department's philosophy and policy for EIM as outlined in HPM 50.1, Emergency Incident Management Planning Operations Manual, and HPM 50.5, Civil Disturbance Planning and Operations Manual? ☒ Yes ☐ No

(1) Is this philosophy conveyed to:

(a) Subordinates. ☒ Yes ☐ No

(b) Public safety agencies. ☒ Yes ☐ No

(c) Emergency service providers. ☒ Yes ☐ No

c. Is an employee assigned to develop and routinely update EIM plans? ☒ Yes ☐ No

(1) Is the employee familiar with local resources and conditions? ☒ Yes ☐ No

(2) Is input obtained from uniformed and nonuniformed personnel? ☒ Yes ☐ No

(3) Is there adequate liaison with emergency response and support agencies? ☒ Yes ☐ No

d. Have emergency incident plans been evaluated? ☒ Yes ☐ No

(1) Do plans include command-specific information? ☒ Yes ☐ No

(2) Do plans contain a clear statement of their purpose and objectives? ☒ Yes ☐ No

(a) Is there an assignment of responsibility commensurate with appropriate authority? ☒ Yes ☐ No

(b) Are there checklists to assist in implementing the plans? ☒ Yes ☐ No

(c) Is there a method for notifying off-duty personnel? ☒ Yes ☐ No

(d) What methods are used for acquiring necessary supplies and equipment? Supplies and equipment are requisitioned through

standard Departmental channels. Some equipment is procured through homeland security grants. Individual personnel

provide their own supplies and applicable personal equipment for 72 hour go bags.

(3) Do the plans refer to ICS and CHP and/or command-specific forms? ☒ Yes ☐ No

(4) Do the plans have information regarding communication and coordination with other Areas, allied agencies, Division and headquarters? ☒ Yes ☐ No

(5) Are there plans for hazard-specific incidents? ☒ Yes ☐ No

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(a) Are there employee and property protection references in the command's EAP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Bomb incident procedures.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Fires.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Flood/dam failures.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Radiation incidents.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Earthquakes.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Tsunamis/coastal storms.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Civil unrest.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(i) Other Area-specific emergencies.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(j) Terrorist attacks on probable targets within an Area.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(k) For Areas with airports, an EOP for airliner crash, fire, and other emergency procedures is required.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Do plans have supporting annexes with the following information:		
(a) Emergency Response Center Operations.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Mutual aid plans and MOU's developed between Area and other emergency service providers.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Procedures for deployment of, and accounting for, personnel and material resources.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) 72-hour self-sufficient operation.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the need for each plan still exist?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are plans up-to-date and not in conflict with HPM 50.1, Emergency Incident Management Planning and Operations Manual, and HPM 50.5, Civil Disturbance Planning and Operations Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Can plans be tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are they current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Do they work?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Does the Area SOP contain guidelines for EIM?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is that portion of the SOP up-to-date and not in conflict with HPM 50.1, Emergency Incident Management Planning and Operations Manual, HPM 50.5, Civil Disturbance Planning and Operations Manual, or local plans?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. TRAINING	EVALUATED 03/26/2010	ACTION REQUIRED Negative
a. Is there an awareness of local training requirements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Have required employees been trained to initiate, maintain and use ICS in Area emergencies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have other Area employees received familiarization training in ICS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do Area personnel understand their responsibilities as incident commanders and their role in mission acceptance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Have managers, supervisors, and OICs been trained in the use of HPG 50.3, Emergency Incident Guide?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is HPG 50.3, Emergency Incident Guide, readily available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Are managers and supervisors familiar with various ICS forms and their use?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the Area have a roster of employees who have received specialized training or possess special emergency-related skills?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Have employees been provided with annual training in hazardous materials required by HPM 70.13, Departmental Training Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are the records of required training current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Has interagency training pertaining to EIM been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do area personnel attend and participate in meetings of public safety agencies and emergency service providers to explain the Department's role in EIM?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have public safety agencies and emergency service providers attended Area training to discuss their role?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do Area personnel participate in exercises with these agencies and EMS providers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are exercise critiques conducted and feedback given to all participants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. RELATIONSHIPS WITH ALLIED AGENCIES	EVALUATED 03/26/2010	ACTION REQUIRED Negative
a. Does the commander maintain a working relationship with personnel from local sheriff's offices, police departments, state and county traffic engineers and highway department personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does he/she maintain a working relationship with county and regional state Office of Emergency Services personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the commander a member of emergency organizations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the commander encourage Area lieutenants and supervisors to establish good working relationships with their counterparts in allied agencies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are lieutenants and sergeants members of emergency-related committees, organizations, or councils?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have Area personnel met with allied agency personnel to conduct mutual aid contingency planning?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Has the command developed written emergency incident plans to provide for effective use of departmental personnel and material resources in multi-agency responses to emergency incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are those plans in accordance with HPM 50.1, Emergency Incident Management Planning and Operations Manual, and HPM 50.5, Civil Disturbance Planning and Operations Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Were the plans developed in coordination with allied agencies who have EIM responsibility?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are existing plans current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Do plans provide for adequate supervision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Do plans conform to CHP policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the command developed a written EAP in accordance with HPM 50.1, Emergency Incident Management Planning and Operations Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. REPORTING PROCEDURES	EVALUATED 03/25/2008	ACTION REQUIRED Negative
a. Are reporting and documentation requirements for emergency incidents understood by the Area commander, managers, and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are unusual occurrences reported per GO 100.80, Report of Unusual Occurrence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) Are major state route closures reported per GO 100.46, Reporting of Highway Conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Hazardous material spills and releases reported per HPM 84.2, Hazardous Materials Transportation and Incident Management Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are Hazardous material incident reports (CHP 407E) prepared?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are there written procedures for reporting spills, releases, and dumping of hazardous material to the County Board of Supervisors and the County Health Officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. EMERGENCY INCIDENT RESPONSES	EVALUATED	ACTION REQUIRED	CORRECTED
	03/26/2010	Negative	

- a. List problems Area experienced in exercising EIM. Any problems are identified in an after action report and corrective action options are identified.

(1) Has follow-up investigation been conducted to prevent recurrences of problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the investigation forwarded through the chain-of-command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are problems corrected and appropriate changes made to Area plans?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are corrected actions taken, documented, and forwarded through the chain-of-command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have there been repeated problems with specific individuals or agencies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the Area commander made reasonable efforts to resolve the issues?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) If not resolved, has the Division chief been notified as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Emergency Operations Section (EOS) and Counter Terrorism Threat Awareness Section (CTTAS) are a headquarters sections within the State Security Division (SSD), which is overseen by Assistant Commissioner, Field. SSD does not have any patrol functions or relationship with other local agencies other than those initiated through wider emergency preparedness exercises, conferences, participation in task forces, and training. All fields left blank in this evaluation were not applicable to SSD operations.

EOS is composed of three units: The Emergency Management Unit (EMU), which primarily deals with the Department's EIM. Headquarters Security Officers (HSO), who provide headquarters campus security through technology and physical patrol. The Emergency Notification and Tactical Alert Center (ENTAC), which serves as the Department Operations Center (DOC).

CTTAS is composed of four units: Safety Service Program (SSP), which oversees the statewide SSP program. State Terrorism Threat Assessment Center, overseen by CTTAS, which is the counter terrorism intelligence fusion center for the state. Participation in Regional Terrorist Threat Assessment Centers which are regionally based counter terrorism fusion centers. Participation in Joint Terrorism Task Forces, regional counter terrorism task forces led by the Federal Bureau of Investigations.

Refer to the CHP 454 (attached) for comments regarding the individual sections of the Area Management Evaluation 453R.

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: EOS EIM 453R (continued)

DATE: 03/26/2010

SECTIONS	COMMENTS
1. EIM Planning	EOS produced the current CHP Headquarters campus EAP and conducts annual emergency drills to evaluate the plan. In addition, EOS staff maintain emergency plans and manuals such as the Department's Continuity of Operations and Continuance of Government Plan, the Departmental Pandemic Influenza Operations Plan, HPM 50.5 Civil Disturbance Planning and Operations Manual, HPG 50.3 Emergency Incident Guide, and HPM 50.1 Emergency Incident Management Planning and Operations Manual, which serves as the Departments EOP.
2. Training	EOS provides continuous training in EIM to build efficiency and capability. The training and EOPs are tested through exercises. EOS participates in several multi agency exercises annually such as the annual Golden Guardian full scale exercise.
3. Relationships with Allied Agencies	As a headquarters command, SSD does not maintain relationships with local agencies in the traditional sense as an area office would; however, EOS interacts regularly with other state agencies such as the California Emergency Management Agency (CalEMA) by participating in exercises and when attending EIM related conferences. The EOS Commander has developed relationships with the top management of may law enforcement and public safety agencies through his participation in emergency organization conferences and while managing the California AMBER Alert program.
4. Reporting Procedures	ENTAC is the point of contact for many of the the unusual occurrences described in GO 100.80 and highway closures as described in GO 100.46. EOS personnel are thus very familiar with these reporting procedures.
5. Emergency Incident Response	While EOS personnel do not respond to emergencies as a first responder, ENTAC is activated as the DOC during significant emergencies and large scale planned events. While performing these duties ENTAC interacts with Division Emergency Operation Centers and other state agencies through the CalEMA State Operations Center. Following Departmental response to significant emergencies, EMU staff often generate the Department's after action report which is reviewed by top management and submitted to CalEMA.